

# COVID-19 RISK ASSESSMENT

**Date Of Assessment:** 9th September 2020 - Updated 1st October 2020

**Date Of Review:** Ongoing

**Undertaken By:** Craig G Pennington (with consultation across Future Yard team)

**Role:** Director

## **What Is The Activity, Person and/or Environment Being Assessed?**

Live Music Events at Future Yard, 75 Argyle Street, Birkenhead CH41 6AB

Audiences (for Staff & Artists, see specific risk assessment)

This document is continuously updated & reviewed in light of changing guidance.

This risk assessment has been informed & shaped by UK Government's latest COVID-19 guidance.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>



What are the hazards?	Who may be harmed?	What control measures/ precautions are in place to eliminate or reduce the risk?	What further action do you need to consider to control the risks?	Who needs to complete the action?	When is the action needed by?
Contracting or spreading coronavirus as a result of not socially-distancing.	Audience members	<p>Audience numbers limited to ensure our ability to maintaining social-distancing of 2m wherever possible &amp;, where not possible, 1m with robust mitigation. This capacity has been set specific to the spaces available.</p> <p><u>On Arrival</u> Audience to arrive in smaller groups at 10min intervals to ensure 2m social distancing during entry / ticket checks. Queueing system within lobby with 2m markings on floor.</p> <p><u>In Performance Space</u> Audience admitted into performance space from front to back, within x4 groups.</p> <p>Clear pathways marked on the floor around the edge of the performance space. 2m distancing applies here &amp; is indicated with markings.</p> <p>All tickets pre-sold in advance, with groups limited to x2 people from the same household, as per current government guidance. These groups seated on stools in 'pods' around a single tall table. Audience members must not move within any neighbouring 'pod', ensuring 1m social distancing. Floor markings to indicate 'pod' areas.</p> <p><u>In Toilets &amp; Access Corridor</u> 2m social distancing applies in access corridor &amp; is marked on floors. 1-way system to manage ingress &amp; egress. Toilet capacity limit to maintain 2m social distancing.</p>	<p>Communicate measures &amp; procedures to audience in advance via email, website &amp; social media.</p> <p>Ensure clear signage to support measures at entrance &amp; within venue &amp; relevant locations.</p> <p>Ensure adequate staffing levels to enable measures to be delivered successfully &amp; safely.</p> <p>Ensure social-distancing markers are as accessible as is feasibly possible.</p>	<p>CT</p> <p>CT / House Management</p> <p>CP / CT</p> <p>CT / House Management</p>	In advance of events



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Getting or spreading coronavirus by not washing hands or not washing them adequately	Audience members	<p>All audiences encouraged to increase frequency of hand washing &amp; regular hand sanitising.</p> <p>Sanitiser stations at entrance to venue, exit from toilets &amp; within performance space.</p> <p>Adequate signage at sinks within toilets to advise of thorough hand washing technique.</p>	<p>Measures fully communicated to audience in advance of events.</p> <p>Ensure sufficient &amp; relevant signage is in place to support the measures.</p> <p>Ensure sanitiser stations, soap &amp; cleaning products are fully topped up in advance of (&amp; during) all events.</p>	<p>CT</p> <p>CT / House Management</p> <p>House Management</p>	In advance of events
Getting or spreading coronavirus in common use high traffic areas such as entrance/exit area, corridors, toilet facilities, bars areas and other communal areas	Audience Members	<p>See above re. social distancing measures across venue.</p> <p>Bars will not be open to remove potential for crowding. Drinks can be purchased via our dedicated qBunk app &amp; served directly to tables/pods.</p> <p>All artists &amp; production staff kept within designated production areas, maintaining 2m social distancing from audiences.</p>	<p>Measures fully communicated to audience in advance of events.</p> <p>Ensure sufficient &amp; relevant signage is in place to support the measures.</p> <p>Ensure social-distancing markers are as accessible as is feasibly possible.</p>	<p>CT</p> <p>CT / House Management</p> <p>CT / House Management</p>	In advance of events



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Getting or spreading coronavirus by not cleaning surfaces and/or equipment	Audience members	<p>All toilets, surfaces &amp; common touchpoints fully disinfected before event commences &amp; following each event. Work surfaces disinfected regularly during event.</p> <p>No use of bars i.e. high volume touchpoint - Payments for drinks can be made via our dedicated qBunk app on customer's own mobile phone, or via contactless device at table.</p> <p>All ticket purchases in advance, no cash sales.</p> <p>No cloakrooms in operation.</p> <p>Performance space &amp; full venue disinfected prior to &amp; following all events.</p>	<p>Measures fully communicated to audience in advance of events.</p> <p>Ensure sufficient &amp; relevant signage is in place to support the measures.</p> <p>Ensure adequate staffing levels to ensure measures are delivered.</p> <p>Implement updated cleaning regime &amp; procedures.</p>	<p>CT</p> <p>CT / House Management</p> <p>CP</p> <p>CP</p>	In advance of events
Poor venue ventilation leading to risks of coronavirus spreading	Audience members	<p>A new ventilation system to be installed within our performance space &amp; stage area, drawing clean air from outside &amp; extracting 'used' air from the venue. System specified to x20 air changes per hour &amp; consistent with latest SAGE guidance.</p> <p>New ventilation systems also added to all toilet areas.</p>	<p>Ensure systems are in place ahead of commencement of events.</p>	CP	In advance of events



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Transfer of coronavirus via airborne droplets	Audience members	<p>All audience members must wear face coverings, consistent with current Government guidelines for entertainment venues.</p> <p>In order to enjoy drinks, audience members are permitted to remove face coverings when within their 'pods'. But, audiences must wear a face covering at all other times when outside their 'pod' i.e. when visiting toilets.</p> <p>All members of staff must wear face coverings, which allow them to still undertake their work i.e. face shield visors.</p> <p>Artists will not be required to wear masks during performance, when within their work bubble, but should wear masks at other times.</p> <p>Artists will not encourage 'singing along' and/or audience participation, enter the audience or undertake 'meet &amp; greets'.</p>	<p>Measures fully communicated to audience in advance of events.</p> <p>Ensure sufficient &amp; relevant signage is in place to support the measures.</p> <p>Ensure free face coverings are available to audience at all events</p> <p>Ensure adequate staffing levels to ensure measures are delivered.</p> <p>Ensure face shields are available to staff at all times</p>	<p>CT</p> <p>CT / House Management</p> <p>CT / House Management</p> <p>CP</p> <p>CP / House Management</p>	In advance of events
An inability of NHS Track And Trace to contact those in attendance should someone show symptoms after the event	Audience members	<p>All tickets are pre-sold in advance online, with lead booker contact details held for all groups.</p> <p>NHS Track &amp; Trace APP QR code on display at venue entrance.</p>	<p>Measures fully communicated to audience in advance of events.</p> <p>Ensure sufficient &amp; relevant signage is in place to support the measures.</p>	<p>CT</p> <p>CT / House Management</p>	In advance of events



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Getting or spreading coronavirus as a result of unwell / symptomatic people attending an event	Audience members	Any audience members who have coronavirus symptoms, live with those with symptoms or who have been advised by NHS Test & Trace to self-isolate must not attend event.	Measures fully communicated to audience in advance of events.  Ensure sufficient & relevant signage is in place to support the measures.  Customers impacted are provided with refund &/or opportunity to transfer to a digital ticket, where available.	CT  CT / House Management  CT / House Management	In advance of events
Concern and anxiety around coronavirus	Audience members	Communication of risk assessments, policies & procedures to audiences in advance of events.  Display 'Staying COVID secure' notice to indicate our adoption of UK Government guidance.	Measures fully communicated to audience in advance of events.  Ensure sufficient & relevant signage is in place to support the measures.  Ensure adequate staffing levels to provide reassurance & guidance.	CT  CT / House Management  CP	In advance of events
Increased risk of infection and complications for those at increased risk	Audience members	Communicate with high risk audiences & those who are clinically vulnerable or extremely clinically vulnerable, or live with people within these groups.  Identify all possible additional procedures to ensure risk reduction for these individuals.	Measures fully communicated to audience in advance of events.  Ensure sufficient & relevant signage is in place to support the measures.  Give full sight of risk assessment & procedures, via website, so individuals in these groups can make an informed decision whether to attend.	CT  CT / House Management  CT / House Management	In advance of events



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Getting or spreading coronavirus when travelling to and/or from our venue	Audience members	Audiences encouraged to walk & cycle where possible. If travelling by public transport, abide by all current restrictions.  Audiences encouraged to travel within their booking group only.	Measures fully communicated to audience in advance of events.	CT	In advance of events
Coronavirus policies inhibiting implementation of standard accidents & security procedures	Audience members	Review our incident & emergency procedures to ensure they allow social distancing as far as possible.	Ensure procedures are fit for purpose & updated.  Ensure adequate staffing levels to ensure measures are delivered.	CP  CP	In advance of events

